



Office of Campaign Finance
REPORTS ANALYSIS & AUDIT DIVISION
WASHINGTON, DC

THE COMMITTEE TO ELECT SHELORE WILLIAMS
POLITICAL CAMPAIGN COMMITTEE REVIEW
2002 ELECTION YEAR

REPORT NO. RAAD-03-0002-SW
SEPTEMBER 2003

DATE: SEPTEMBER 10, 2003

REPLY TO
ATTN OF: RAAD-03-0002-SW

SUBJECT: Committee to Elect Shelore Williams
Political Campaign Committee Review
2002 Election Year

TO: Patrick J. Nelson
730 Fairmont Street NW
Washington, DC 20010

We have completed the audit of the Committee to Elect Shelore Williams (Committee). Our audit was designed to evaluate whether the Committee obtained and preserved from the date of registration, a detailed record of all contributions and expenditures disclosed in reports and statements filed with the Director of the Office of Campaign Finance. Our audit disclosed that the committee's campaign operations were generally conducted in accordance with the District's campaign finance regulations

BACKGROUND

The Committee to Elect Shelore Williams (Committee) filed its Statement of Candidacy, the Statement of Organization and the Statements of Acceptance for the positions of Treasurer and Chairman on June 12, 2002, with the Office of Campaign Finance (OCF), for election to the Council Member, Ward 1. OCF records disclosed that during the period June 05, 2002 through January 27, 2003, the Committee reported receipts and expenditures totaling \$14,420.96

The D.C. Campaign Finance Reform and Conflict of Interest Act of 1974, as amended, D.C. Code, Sections 1-1101.01 et seq., (2001 Edition), 88 Stat. 447, Public Law 93-376 (hereinafter the "Campaign Finance Act") was enacted by Congress on August 14, 1974, to provide a means of monitoring and enforcing campaign finance laws and the financial disclosures of candidates, and political committees in the District of Columbia. The primary goal of this legislation is to require that local candidates seeking election and treasurers of political committees make complete and full disclosures. Various provisions of the Campaign Finance Act are clarified by regulations promulgated by the

Office of Campaign Finance (OCF) with the approval of the Board of Elections and Ethics. OCF regulations are cited under Chapters 30 through 37 of Title III, "Elections and Ethics", of the D.C. Municipal Regulations.

OBJECTIVES

The overall objectives of our review were to determine whether: (1) the Committee had established controls and procedures to ensure that expenditures were properly supported by invoices, cancelled checks and other supporting documentation; (2) the lease or rental of office space, furniture and equipment, etc for the campaign was properly supported by a lease or rental agreement; (3) the Committee established procedures and controls to ensure that contributions received did not exceed the contribution limitation for the office being sought; (4) the committee's records disclosed the contributor's full name, mailing address, occupation and principal place of business; (5) the committee's records contained information on partnerships including a letter from the contributing partnership indicating attribution of the contribution to specific partners; and (6) whether all activities of the Committee were conducted in accordance with the District's campaign finance laws.

SCOPE

The audit was conducted in accordance with generally accepted government auditing standards and covered the campaign operations for the period of June 2002 through January 2003. The audit fieldwork began in April 2003 and ended in July 2003. The auditor obtained all records, reports and statements from the Committee as well as all information filed by the Committee at the Office of Campaign Finance (OCF). The audit fieldwork was performed at the Auditor's Office.

METHODOLOGY OF AUDIT

To accomplish the audit objectives we:

- Obtained and reviewed all records filed by the campaign with OCF;
- Obtained and reviewed all records and statements maintained by the candidate;
- interviewed the candidate and the campaign treasurer;
- Cross-checked all records and statements maintained by OCF to the candidate's records;
- Cross-checked payment invoices to bank statements and individual checks.

AUDIT RESULTS

Our audit disclosed that the committee's campaign operations were generally conducted in accordance with the District's campaign finance regulations. We reviewed the committee's contributor records, which were cross-matched to the Report of Receipts and Expenditures Report (R&E) filed by the Committee with OCF and found that contributions received were within the limits established by campaign finance regulations.

We traced expenditure payments which were disclosed in the reports and statements filed with the Director to canceled checks, invoices, receipts, contracts, payroll records, and lease agreements. We found that campaign expenditures were generally supported by adequate documentation.

Based on the results of our work, we found no reportable deficiencies and have no recommendations to offer. As a result, final action on this report is achieved upon issuance.

/S/

Richard Mathis
Supervisory Auditor

DATE: SEPTEMBER 10, 2003

REPLY TO

ATTN OF: RAAD-03-0002-SW

SUBJECT: Committee to Elect Shelore Williams
Political Campaign Committee Review
2002 Election Year

TO: Patrick J. Nelson
730 Fairmont Street NW
Washington, DC 20010

Attached are two copies of the Final Report for the subject audit. Final action on this report is achieved upon issuance and there is no further action required by the Committee.

If you have any questions, please call me at 202-671-0542.

Richard Mathis
Supervisory Auditor

Attachment

September 10, 2003

Patrick J. Nelson
730 Fairmont Street NW
Washington, DC 20010

Re: Report No. RAAD-03-0002-SW (September 2003)

Dear Mr. Nelson:

This is to forward the enclosed Final Audit Report for the Committee to Elect Shelore Williams (the "Committee"), which was conducted by the Reports Analysis and Audit Division (the "Audit Division") of the Office of Campaign Finance.

As you are aware, the Office of Campaign Finance is committed to ensuring compliance with the Campaign Finance Laws of the District of Columbia. In this regard, the Office is authorized by statute to "make from time to time audits and field investigations". We greatly appreciate your cooperation during this process.

The objective of the review by the Audit Division was to determine whether all records and files associated with the Committee to Elect Shelore Williams could be closed.

The Audit Division reviewed all relevant reports and statements for the period of June 2002 through January 2003. It was determined that the reports and statements filed by the Committee were in compliance with the applicable campaign finance laws regulations. Therefore, based on the recommendation, I am closing all files relative to this matter.

If you have any questions concerning this matter, please contact Richard Mathis, Audit Manager, on 202-671-0542.

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Sincerely,

Cecily E. Collier-Montgomery
Director

Enclosure

cc: Kathy S. Williams
General Counsel

Richard Mathis
Supervisory Auditor

September 10, 2003

Patrick J. Nelson
730 Fairmont Street NW
Washington, DC 20010

Re: Committee to Elect Shelore Williams

Dear Mr. Nelson:

The Audit Division has completed its review of the Statement of Candidacy for the Committee to Elect Shelore Williams, which was filed with the Office of Campaign Finance (OCF). The objective of their review was to determine whether all records and files associated with your candidacy could be closed in accordance with D.C. Official Code §1-1107.02 (2001 Edition) and DCMR §3016 (June 1998, as amended).

Internal Audit has reviewed all relevant reports and statements for the period of June 2002 through January 2003. They have determined that the reports and statements filed by the Committee were in compliance with the applicable campaign finance laws regulations. Therefore, based on their recommendation, I am closing all files relative to this matter.

If you have any questions concerning this matter, please contact Richard Mathis, Audit Manager, on 202-671-0542.

Sincerely,

Cecily E. Collier-Montgomery
Director
Office of Campaign Finance

